# The Governor's Family Violence Council Abuser Intervention Program (AIP) Certification

Application 2012



# March 2012

Application Submission Deadline: May 31, 2012

Governor's Office of Crime Control & Prevention 300 East Joppa Road, Suite 1105 Towson, MD 21286-3016 Telephone: (410) 821-2828

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### The Governor's Family Violence Council Abuser Intervention Program (AIP) Certification

#### **General Instructions**

The Governor's Family Violence Council (FVC) Abuser Intervention Program (AIP) Certification Process is intended to certify AIP's for inclusion in the Administrative Office of the Courts Bench Book for Maryland Judges. This manual is used by judges to refer abuser's to appropriate intervention programs. Whether or not a program is certified has no bearing on whether they are able to operate in the State of Maryland. Programs that do not meet the qualifications for certification may still operate in the same capacity they were operating in prior to applying for certification; however, programs that do not meet the qualifications will not be eligible for placement in the Judges' Bench book.

The Application Instruction/Guidance Kit will provide applicants with pertinent information regarding the development and submission of the Abuser Intervention Program Certification Application. <u>One</u> copy of this application <u>must be submitted</u> to the Governor's Office of Crime Control & Prevention NO LATER THAN 3:00 P.M. ON THURSDAY, MAY 31, 2012. Application may be sent by mail or delivered in person.

Incomplete applications will not be accepted.

#### **Certification Timeline**

Applications are due to the Governor's Office of Crime Control & Prevention by Thursday, May 31, 2012. Throughout the month of June, applications will be reviewed by the FVC coordinator for completeness. Applicants will receive a letter of acceptance or denial by the beginning of July. The final list of certified AIP's will be submitted to the Administrative Office of the Courts by August.

# <u>Domestic Violence Abuser Intervention Program</u> Application for Certified Compliance with Maryland Guidelines for Abuser Intervention

Programs that certify compliance with state guidelines for abuser intervention programs and meet the requirements of this application will be included in the Governor's Family Violence Council's list of recommended abuser intervention programs.

1.0 PROGRAM CERTIFICATION  Information gathered in this section certification, this information will be into the bench book.			2	
Application Period:	_ Da	ate:		
Name of Abuser Intervention Program (AI	iP):			
Name of Parent Organization:				
AIP Address:				
AIP Phone:				
Program Website:	En	nail:		
Fee for your program:	-			
Program Hours of Operation:				
What type of organization is your parent o	organization?			
For profit N	lot for profit		Government agency	
Counties (City) Served*:				
*Note: Programs serving multiple counties with the nultiple counties with different sites and staff must (				

# 2.0 DEFINITION OF ABUSIVE BEHAVIOR AS IT OCCURS IN INTIMATE PARTNER VIOLENCE As you complete your application, please keep in mind the following definition of intimate partner violence as is stated in the Guidelines:

Any criminal offense where the offender and the victim are or have been married, in an intimate relationship, including dating and same sex relationships, or have a child together, or where the victim qualifies for a protective order or an intimate partner peace order.

Abusive behavior in intimate partner violence is defined as follows:

- *Abuse is a pattern of coercive control directed toward the victim.*
- Abusive behavior involves the use of physical harm, emotional harm, or intimidation to control the victim's thoughts, feelings or actions.
- Abusive behavior results in a living environment of fear which infringes upon the victim's basic rights and freedoms.

#### 3.0 OPERATING STANDARDS

The following questions are directly related to the Maryland State Guidelines for Abuser Intervention Programs and are required for certification. Where requested, please provide supporting documentation with this application. In areas where supporting documentation is requested, but not provided, it will be determined that the program <u>does not</u> meet the requirement.

### 3.1 Victim Confidentiality

Indicate whether you have a policy and/or protocol for the following items and attach a copy of the
policy and/or protocol or other supporting documentation to your application:

Ye	es No	A. Victim confidentiality
Ye	es No	B. i. Child abuse reporting
Ye	es No	ii. Victim notification of child abuse report
Ye	es No	C. Separation of files  Name and License # of file supervisor:
		3.2 Intake Process
	•	cy and/or protocol for the following items and attach a copy of the r supporting documentation to your application:
Ye	esNo	A. Notify courts that an applicant or participant is not amenable to the program's services and make appropriate recommendations.

Yes	No	B. Notify courts that a referred abuser failed to contact your program within the specified time.
Yes	No	C. Conduct screenings and intake within 10 days of contact by the applicant.
Yes	No	D. Develop a history and profile of the abuser's violent behavior, based on descriptions from criminal justice agencies, the victim(s), treatment programs, and other relevant persons or agencies.
Indicate whether y appropriate form		ollowing items from applicants/participants and attach a copy of the ate this.
	Yes No	i. Abuser's full name;
	Yes No	ii. Address;
	Yes No	iii. Victims name and contact information;
	Yes No	iv. History of substance abuse;
	Yes No	v. History of mental/behavioral health, including diagnoses, hospitalizations, treatment and medications;
	Yes No	vi. Assessment for homicidal or suicidal threats or ideation;
	Yes No	vii. Description of referring incident;
	Yes No	viii. Information on possession and access to weapons, and any history of threat or actual use of weapons.
Indicate whether you have a policy and/or protocol for the following items and <b>attach a copy of the policy and/or protocol or other supporting documentation</b> to your application:		
Yes	No	E. i. Secure a waiver of confidentiality from the abuser to allow communication with the victim and, if possible, the current partner and all previous partners with whom the participant has children about incidents of abuse and abuser's participation in the program.
Yes	No	<ul><li>ii. Attempt to provide information to victims about services available to maintain safety, as well as educational and counseling resources.</li></ul>

Yes	No	the abuser, that reflects the following:
Yes	No	i. The duration of the program.
Yes	No	ii. Agreement on fee rates and payment requirements.
Yes	No	iii. Agreement to stop all forms of violence.
Yes	No	iv. Agreement to refrain from drug and alcohol use while attending group meetings.
Yes	No	v. Conditions resulting in program non-compliance and the consequences thereof.
		3.3 Victim Safety and/or protocol for the following items and attach a copy of the supporting documentation to your application:
Yes	No	A. The AIP shall send information about local resources available to the victim unless the victim is asked not to be contacted. The list of resources should include:
	Yes No	i. Legal services;
	Yes No	ii. Emergency shelter;
	Yes No	iii. Counseling services;
	Yes No	iv. 24-Hour hotline;
	Yes No	v. Children's therapeutic resources
Yes	No	B. The AIP shall provide information about the effectiveness of AIPs in general and, if available their own specific AIP.
Yes	No	C. i. The AIP shall attempt to inform the victim about the abuser's attendance unless the victim requests not to be informed.
Yes	No	ii. Effort to contact the victim must be made to vary time and day of attempts in order to increase the likelihood of contact. If contact information in available, at least three attempts should be made to reach the victims by phone. All attempts must be documented.
Yes	No	D. i. The AIP shall evaluate the abuser's lethality and warn victims determined to be at high risk.

	Yes	No	ii. The AIP shall establish a "duty to warn" procedure directing staff to warn the victim and/or notify the police if a direct threat is made against the victim or other person.
			3.4 Program Format licy and/or protocol for the following items and attach a copy of the er supporting documentation to your application:
	Yes	No	A. All AIP group members shall be referred or volunteer based on an incident or history of perpetrating partner violence. Cases solely involving other types on conflict are not appropriate for AIP groups and should not be included.
	Yes	No	B. Group members should be of the same gender.
	Yes	No	C. Program curriculum will be predominantly focused on issues of intimate partner violence. <b>Please attach a Table of Contents or outline of the program curriculum.</b>
	Yes	No	D. i. Programs providing groups sessions must meet a minimum time requirement of 32 hours of group time extended over at least 20 weeks.
	Yes	No	ii. Programs providing individual sessions must meet a minimum time of 16 meeting hours extended over at least 12 weeks.
4.0	The follow Intervention supporting	on Programs a g documentatio	are directly related to the Maryland State Guidelines for Abuser and are required for certification. Where requested, please provide on with this application. In areas where supporting documentation was led it will be determined that the program does not meet the requirement
			4.1 Program Completion licy and/or protocol for the following items and attach a copy of the er supporting documentation to your application:
	Yes	No	A. Participants shall be considered to have completed the program upon fulfilling the requirements set forth in the program contract.
	Yes	No	B. If a participant perpetrates a new, documented incident of abuse, the AIP will re-evaluate the case and a new service plan and discharge requirements may be created.

# 4.2 Program reporting responsibilities Indicate whether you have a policy and/or protocol for the following items and **attach a copy of the**

polic	y and/or pro	otocol or othe	ersupp	orting documentation to your application:
	Yes	No	m	ne AIP shall notify the court, corrections, probation or other court conitor of the abuser's attendance and participation and make propriate recommendations when necessary.
	Yes	No	B.	i. The AIP shall notify the victim of the abuser's completion of or termination from the program, unless the victim requests not to be informed. Notification shall include, at a minimum, whether the abuser has complied with the court order.
_	Yes	No		ii. The AIP shall advise the victim that program completion cannot guarantee her safety and may not reduce abusive behaviors.
5.0	The followi Interventio supporting	n Programs an documentatio	nd are ro on with t	ctly related to the Maryland State Guidelines for Abuser equired for certification. Where requested, please provide this application. In areas where supporting documentation was l be determined that the program does not meet the requirement.
	-	_	-	or protocol for the following items and attach a copy of the orting documentation to your application:
	Yes	No	A.	i. Staff employed by the AIP shall be violence free in their own lives.
	Yes	No	int is : su	AIP shall hire an individual who has been an simate partner abuser unless the program director satisfied that the prospective staff member has ccessfully completed a certified AIP and has since mained violence free for a minimum of three years.
	Yes	No	u	raff employed by the AIP shall not use drugs and shall not see alcohol to the extent that it impairs the individuals bility to function in a responsible, professional manner.
	Yes	No	th pr w	ne program should strive to employ staff who represent the cultural diversity of the community being served, rovide services to culturally diverse groups, and comply ith the requirements of the Americans with Disabilities ct.
	Yes	No		olunteers and intern staff must be supervised on site at all times a paid staff member.

Yes	No	E. Participants who complete the program and are invited to serve as mentors or facilitators in the program will always be supervised by a paid staff members on site.
·	otocol and ot	licy and/or protocol for the following items and attach a copy of that ther supporting documentation (e.g., job descriptions, organizational
Yes	No	F. i. At least one of the group facilitators in every session must have a minimum of a Bachelor's level human service degree.
Yes	No	ii. Every program must have an individual with a Masters' level clinical license that can provide supervision for program staff.
Yes	No	iii. Intake staff without advanced degrees must be supervised by a staff member with a minimum of a Bachelors' degree in a human service field.
Yes	No	iv. Within six months of hire all group facilitators and individual counselors must have a minimum of 30 hours of training from a comprehensive intimate partner violence victim service agency, as defined by Code of Maryland Regulations, on dynamics of intimate partner violence and its effects on children. Please see the attached list of COMAR Regulated Agencies for further clarification. Please attach documents verifying completion of such training for all staff hired on or after 01/01/2009.
Yes	No	v. Before facilitating or co-facilitating any group sessions all group facilitators and individual counselors must have a minimum of 30 hours of training specific to working with perpetrators of intimate partner violence from an abuser intervention program certified in its state. Please attach documents verifying completion of such training for all staff hired on or after 1/01/2009.

#### 6.0 **COMMUNITY COLLABORATION**

The following questions are directly related to the Maryland State Guidelines for Abuser Intervention Programs and are required for certification. Where requested, please provide supporting documentation with this application. In areas where supporting documentation was requested but not provided it will be determined that the program does not meet the requirement.

All programs will make reasonable and prudent attempts to create working relationships with the following community resources:

Yes	No	A. Intimate partner violence victim services as defined by the Code of Maryland Regulations (COMAR) within the program' jurisdiction or county. Services must include shelter, legal services, and a 24 hour hotline/helpline.  Attach a supporting letter from the appropriate community partner as part of your application. If a working relationship does not exist please attach an explanation.
Yes	No	B. Mental health – Programs must have a policy demonstrating a screening process and protocol for addressing issues of mental health and a list of local service providers. Attach a copy of that process and protocol as part of your application.
Yes	No	C Substance Abuse – Programs must have a policy demonstrating a screening process and protocol for addressing issues of mental health and a list of local service providers certified by the Alcohol & Drug Abuse Administration. Attach a copy of that process and protocol as part of your application.
Yes	No	<ul> <li>D. Parole &amp; Probation – Provide a minimum of monthly updates on participants supervised by the Division of Parole &amp; Probation. Attach a copy of that process and protocol as part of your application.</li> </ul>

#### LETTERS OF SUPPORT

Attach **two** required letters of support for your program, detailing the relationship between your program and the organization. **At least one of these letters must be from a comprehensive victim service agency as defined by COMAR** (This is the same letter as required in Section 6.0.a.). Certification will not be granted without this letter of collaboration, even if letters from other sources are provided. If the program is unable to obtain a letter of support from the comprehensive agency in the same jurisdiction then a letter of support from another county will be accepted. Please see the attached list of COMAR Regulated Agencies for further clarification. **If the victim service agency is employed by your parent organization, please provide a third letter of support from outside of your program and parent organization.** 

Please be sure to attach all specific documents listed and bolded in this application or your application will be considered incomplete.

# **Application Checklist**

The following is intended as a helpful tool for completing your certification application. Use this checklist to ensure you provided all requested documentation. These items **must** be submitted for the application to be considered a complete grant application. **Please note**: When program policies are requested, please only submit those pages pertinent to the policy requested. **Do not** send copies of entire policy manuals with your application.

Attach the appropriate program policy, procedure or form(s) to demonstrate the following:

#### 1.0 PROGRAM CERTIFICATION

No documentation required.

#### 2.0 DEFINITION OF ABUSIVE BEHAVIOR AS IT OCCURS IN INTIMATE PARTNER VIOLENCE

No documentation required.

#### 3.0 OPERATING STANDARDS

3.1 Victim Confidentiality
☐ Victim confidentiality ☐ Child abuse reporting ☐ Victim notification of child abuse reporting ☐ Separation of abuser and victim files
3.2 Intake Process
$\square$ Court notification for applicant or participant that is not amenable
$\square$ Court notification for referred abuser's failure to contact
$\square$ Conducting screenings/intakes within $10$ days of contact
History and profile of abuser's violent behavior
☐ Intake/Applications that collect the following information:
Abuser's full name,
Address,
Victim name & contact information,
History of substance abuse,
History of mental/behavioral health,
Assessment for homicidal or suicidal threats or ideation,
Description of referring incident,
Information on possession and access to weapons and history of threat or actual use of weapons.
Waiver of confidentiality allowing communication with the victim and, if possible, the current
partner and all previous partners with whom the participant has children.
$\square$ Information to victims about services available to maintain safety.

	Contract specifying the responsibilities of the program and the abuser including:
	Duration of the program,
	Agreement on fee rates and payment requirements,
	Agreement to stop all forms of violence,
	Agreement to refrain from drug & alcohol use while attending,
	Conditions that result in non-compliance and the consequences thereof.
3.3 Victim	<u>Safety</u>
	Sending information about local resources available to the victim. Information shall include:
	Legal services,
	Emergency shelter,
	Counseling services,
	24-Hour hotline,
	Children's therapeutic resources.
	Provide victims with information about the effectiveness of AIPs in general and, if available your own specific AIP.
	Attempt to inform the victim about abuser's attendance.
	Varying the time and day of attempts to contact the victim and making at least three attempts
	Evaluation of the abuser's lethality and procedure for warning victims determined to be at high risk.
	"Duty to warn" procedure if a direct threat is made by a participant.
3.4 Progra	<u>m Format</u>
	All group members shall be referred or volunteer, based on an incident or history of perpetrating partner violence.
	Group members should be of the same gender.
	Table of Contents or outline of the program curriculum.
	Programs providing groups sessions meet a minimum time requirement of 32 hours of group time extended over at least 20 weeks and/or,
	$\square$ Programs providing individual sessions meet a minimum time of 16 meeting hours extended over at least 12 weeks.
4.0 DISC	CHARGE CRITERA
4.1 Progra	m Completion
_	•
	Participants shall be considered completed the program upon fulfilling the requirements set forth in the program contract.
	If a participant perpetrates a new, documented incident of abuse, the AIP will re-evaluate the case and a new service plan and discharge requirements may be created.
4.2 Progra	m reporting responsibilities
	Notify the court, corrections, probation or other court monitor of the abuser's attendance and participation and make appropriate recommendations when necessary.
	The AIP shall notify the victim of the abuser's completion of or termination from the program.

	$\square$ Advise the victim that program completion cannot guarantee safety and may not reduce abusive behaviors.
5.0	PROGRAM STAFFING
	Staff employed by the AIP shall be violence free in their own lives.  No AIP shall hire an individual who has been an intimate partner abuser unless the program director is satisfied that the prospective staff member has successfully completed a certified AIP and has since remained violence free for a minimum of three years.  Staff employed by the AIP shall not use drugs and shall not use alcohol to the extent that it impairs the individual's ability to function in a responsible, professional manner.  Employ staff who represent the cultural diversity of the community being served, provide services to culturally diverse groups, and comply with the requirements of the Americans with Disabilities Act.  Volunteers and intern staff must be supervised on site at all times by a paid staff member. Participants who complete the program and are invited to serve as mentors or facilitators in the program will always be supervised by a paid staff members on site.  At least one of the group facilitators in every session has a minimum of a Bachelor's level human service degree.  Have an individual with a Masters' level clinical license that can provide supervision for program staff.
	Intake staff without advanced degrees are supervised by a staff member with a minimum of a Bachelors' degree in a human service field.  Documents verifying completion of 30 hours of training from a comprehensive intimate partner violence victim service agency, as defined by Code of Maryland Regulations, on dynamics of intimate partner violence and its effects on children <b>for all staff hired on or after 01/01/2009</b> .
L	Documents verifying completion of 30 hours of training specific to working with perpetrators of intimate partner violence from an abuser intervention program certified in its state <b>for all staff hired on or after 01/01/2009</b> .
6.0	COMMUNITY COLLABORATION
	A letter of support from an intimate partner violence victim services as defined by the Code of Maryland Regulations (COMAR) within the program' jurisdiction or county. If a working relationship does not exist please attach an explanation.  A screening process and protocol for addressing issues of mental health and a list of local service providers  A screening process and protocol addressing issues of mental health and a list of local service providers certified by the Alcohol & Drug Abuse Administration.  Monthly updates on participants supervised by the Division of Parole & Probation.

# **LETTERS OF SUPPORT**

victim			
ig the			
STATISTICAL INFORMATION - Voluntary submissions			
1			

### STATISTICAL INFORMATION

Information requested in this section is for state data gathering purposes only. The answers to these questions have no bearing on program certification.

# Organizational Structure

1.	1. How long has your parent organization been in operation?		
Le	ess than 1 year 1-3 years 3-5 years More than 5 years		
2. What is the primary mission/purpose of your parent organization?			
ł. Ple	ease attach an organizational chart of the parent agency to this application.		
	Abuser Intervention Program Information		
1.	How long has your abuser intervention program been in operation?		
	Less than 1 year 1-3 years 3-5 years More than 5 years		
2.	. How many participants has your program served during the past three years (or since its inception if operating less than 3 years)?		
3.	Do you offer the following interventions?		
	Group Individual Both		
4.	. How many abuser intervention groups does your program run per week?		
5.	What is the average enrollment in each group?		
6.	How many participants has your program counseled individually during the past three years (or since inception if operating less than 3 years)?		
7.	Approximately what percentage of your participants is court mandated to attend?%		
8.	What percentage of participants successfully complete the program?%		
9.	Please attach an organizational chart of the abuser intervention program to this application.		

- 10. Please attach a mission/philosophy statement for the abuser intervention program.
- 11. Please attach the fee schedule used by the abuser intervention program.

# **Staffing**

1.	How many group facilitators currently work in your program?
2.	How many other direct service staff members currently work in your program?
	What are their job titles?
3.	Are there any current vacancies?
	YesNo
	If yes, please note length of vacancy and plans for rehiring:
4.	What is the average time your group facilitators have been working in abuser intervention?
	Less than 1 year1-3 years3-5 years More than 5 years
5.	What is the average time your other direct service staff has been working in the field of domestic violence?
	Less than 1 year

# **SWORN STATEMENT**

l,, state	that the responses I have provided in this application are
Guidelines for Domestic Violence Abuser Interven	gram. I further state that I have reviewed the <i>Operational</i> ation <i>Programs in Maryland</i> (hereinafter referred to as the 1 mm I represent meets the requirements set forth in the
this program cease to meet the requirements seand/or agent of the program will notify, in writh program no longer complies with the Guideline	by the requirements set forth in the Guidelines. Should et forth in the Guidelines, I or another responsible officering, the Governor's Family Violence Council (FVC) that the s. I understand that the information in this application e Administrative Office of the Courts, the courts, and the
understand that participation in the self-certif voluntary.	ication process for abuser intervention programs is
Signature	Name of Abuser Intervention Program
Print Name	Name of Parent Organization
 Γitle	Date

# **COMAR Regulated Agencies**

Below is a list of the Office of Grant Management (OGM) Programs that provide domestic violence services per COMAR regulations (07-06-04).

Allegany County: Family Crisis Resource Center

Anne Arundel County: YWCA of Annapolis and Anne Arundel County

Baltimore City: House of Ruth MD-Baltimore

Baltimore County: Family Crisis Center of Baltimore County

Baltimore County: Family and Children's Services of Central Maryland

Baltimore County: Turnaround, Inc.

Calvert County: Calvert County Health Department-Crisis Intervention Program

Caroline (Dorchester, Kent, Queen Anne's and Talbot Counties): Mid-Shore Council on Family Violence

Carroll: Family and Children's Services of Central Maryland (Carroll County Office)

Cecil: Cecil County DSS-Domestic Violence/Rape Crisis Program

Charles: Center for Abused Persons

Frederick: Heartly House

Garrett: The Dove Center (Domestic Violence/Sexual Assault Resource Center)

Harford: Spouse Abuse/Sexual Assault Resource Center (SARC)

Howard: Domestic Violence Center of Howard County

Montgomery: Montgomery DHHS-Abused Persons Program

Prince George's: Family Crisis Center of Prince George's County

St. Mary's: Board of County Commissioners of St. Mary's County through Walden-Sierra, Inc.

Washington: CASA, Inc.

Wicomico (Worcester and Somerset): Life Crisis Center